

# RECORDS DESTRUCTION PROCEDURES

## Office of the Registrar

The following procedures must be followed:

- 1) Each college/department/activity will complete the Record Destruction Form.
- 2) The college/department/activity will ensure the agency item number is listed on the Record Destruction Form (left column). This number is found in the left column of the Records Retention Schedule. No abbreviations are to be used when providing the description of records on the form. The form must be filled out completely or it will not be approved.
- 3) Date Range Column: Indicate the date range in mm/yy for each ('From – To').
- 4) Retention Period Column: Indicate as noted in Columns 7 (Ret. Code) and 8 (Retention Period).

### Retention Codes (field 7)

AC – See field 9 for specific records series definition

AV – Administratively valuable

CE – Calendar year end

FE – Fiscal year end

LA – Life of Asset

PM – Permanent

US – Until Superseded

- 5) Medium: Indicate if paper, CD, disk, email, etc.
- 6) **IMPORTANT:** If Column 10 (Archival) indicates for any agency code noted on the Records Destruction Schedule on of the following codes, it will need to be submitted to State/University Archivist for review and/or approval to purge.

### Archival Codes (Field 10)

A/I – Transfer to State/University Archivist

R/O – Review by State/University Archivist

E – Exempt from archival review and transfer

- 7) The Dean or Director/Head of the college/department/activity must sign and date the form.
- 8) The Records Destruction Form will need to be scanned and emailed to the University Records Officer with the Office of the Registrar: [registrar@tamuk.edu](mailto:registrar@tamuk.edu). The University Records Officer will review the form for accuracy of the retention period associated with the document requesting to be purged and contact the college/department/activity if a discrepancy is determined.
- 9) If no discrepancies are determined by the University Records Officer, the form will be signed approving documents/items to be purged. The Records Destruction form will be scanned and emailed to the contact person noted on the form indicating approval to move forward with purging and include a reminder that a witness will need to date and sign in the Departmental Destruction section of the form once all documents noted on the form have been purged. A copy of the Records Destruction Form will need to be scanned and sent to the University Records Officer with the Office of the Registrar.

For additional information regarding record destruction, please contact the Office of the Registrar at 361-593-2811.